

**University of Arkansas Policy:**

Reimbursement for meals is allowed while in travel status without an overnight stay, whether in-state and out-of-state if these “special authorization” conditions exist:

- One must travel to a destination of at least 200 miles from his/her official station and be in a travel status for at least ten hours to qualify.
- The time of actual travel status must fall within these parameters:
  - Breakfast may be claimed if the traveler must leave official station prior to 6:30am
  - Lunch may be claimed if the traveler must leave official station prior to 11:30 am, and when returning to official station after 12:30 pm
  - Dinner may be claimed if the traveler must leave official station prior to 5:00 pm, and when returning to official station after 6:30 pm

**NOTE:**

Either this form must be attached to the claim or an electronic comment must be made on the claim. Clear documentation supporting the above conditions must be made.

By signing this form, the traveler and supervision acknowledge that a “special authorization” is requested.

\_\_\_\_\_  
Traveler’s signature

\_\_\_\_\_  
Department Head of other Authorize Agent  
(Cannot be the same as requester)